

Glossary

Acquisition Cost	The amount paid to third parties (private, commercial or government) for a new or used asset and any additional costs to bring the asset to the form and location suitable for use includes construction cost for assets constructed by or for the Service, fair market value for donated assets, and the NBV for assets transferred from other Federal agencies.
Acquisition Date (RPI field)	The date an asset is placed in service or is first available for use. For constructed assets, it is the date an asset becomes available for use regardless of whether all construction requirements have been met. See <i>Placed in Service</i> , 165.
Acquisitions Incident to Stewardship Land Acquisitions	Buildings and structures obtained by the Service as part of a stewardship land acquisition that are determined to be only incidental to the land acquisition are considered part of the land acquisition and are not disclosed separately. Stewardship land acquisitions include purchases, transfers of stewardship land from other Federal agencies, donations from State, local or tribal governments, and donations from individuals or private entities. A Service real property item is considered incidental to a stewardship land acquisition if it meets one or more of the following conditions: <ol style="list-style-type: none"> 1. The fair value of the asset is less than 15% of the value of the acquired land. 2. The asset is not separately listed on the acquisition agreement and/or appraisal. 3. The asset is a road or bridge. 4. The asset is not used or is used infrequently to support service operations. 5. The asset is scheduled for disposal or demolition.
Addition	Modification to an existing asset that adds capacity to the asset. An addition is to be capitalized if the total construction cost exceeds the capitalization threshold.
Ancillary Costs	The costs that attribute directly to asset acquisition, such as freight and transportation costs, site preparation costs, and professional fees, which are necessary to place a capital asset into its intended State of operation. Ancillary costs are capitalized as part of the cost of a capital asset.
Asset Code	The 8-digit code established by the Department of the Interior for each of the major categories of real property assets.
Capitalized Assets	Assets other than stewardship PP&E with an estimated useful life of 2 or more years that have recorded costs greater than or equal to the applicable capitalization threshold. Items that could stand alone and are severable (e.g., parking lots) should be subjected to the capitalization criteria. Items that are components of a larger structure and are not severable from that structure (e.g., a building's heating system) should be considered parts of the structure. See also <i>Chapter 4- Stewardship Assets</i> , 63.
Capitalization Threshold	The minimum amount of recorded cost above which an asset must be capitalized. For Service real property placed in service on or after October 1, 2003, the capitalization threshold is \$100,000. For assets placed in service before that date, the threshold is \$50,000.
Capital Improvement	Modifications to existing real property that <ol style="list-style-type: none"> 1. Can extend its useful life by 2 years or more, or 2. Improve its capacity or otherwise upgrade it to serve needs different from, or significantly greater than, those originally intended. <p>Capital improvements to assets other than stewardship assets that meet the general</p>

	capitalization criteria are capitalized.
Capital Lease	Capital leases are contracts or agreements for PP&E that possess the characteristics of a purchase. A capital lease is defined as one that transfers substantially all the benefits and risks of ownership to the lessee. Capital leases are capitalized if the present value of the payments during the lease term exceeds the capitalization threshold.
Construction Cost	Expenses related to the construction of the property, including costs for project planning and design, direct labor (force account work), materials, work by contractors, demolition of existing structures required to prepare the site for construction, and other ancillary costs.
Construction Work in Process (CWIP)	CWIP is a Service asset account that captures all costs incurred relating to buildings and structures currently under construction (including deferred maintenance projects) that are expected to meet or exceed the Service's capitalization threshold for real property. A determination should be made at the beginning of each construction project as to whether the total cost of the project will exceed the capitalization threshold.
Construction Work in Process (CWIP) in Abeyance	Construction projects that are suspended for a period of time due to technical, financial, legal, political, or other reasons. A project is considered to be in abeyance when it has been formally suspended and management has taken steps to preserve the project from deterioration pending resumption of construction.
Capitalized Project List (CPL)	Capitalized Project List (CPL) is a list of Federal Financial System (FFS) project numbers containing all current and proposed projects with real property assets that will likely meet the capitalization rules and threshold of \$100,000. Generally, capitalized construction projects (regardless of appropriation), budgeted for \$70,000 or more before engineering cost, should be on the list to ensure compliance with the capitalized threshold level of \$100,000.
Donated Assets	Property received by the Service without remuneration. Donated assets include those obtained from State, local and tribal governments, friends groups and private concerns. These assets are to be capitalized if their fair market value at the time of donation meets or exceeds the capitalization threshold.
Depreciation Accounting	Depreciation accounting is the systematic and rational allocation of the recorded cost of depreciable (limited-life) capitalized assets over their estimated useful lives.
Disposals	Assets that are sold, retired, demolished, or otherwise removed from service.
Fair Market Value (FMV)	The price that an asset could be purchased or sold in an arms-length transaction. FMV is often used as the acquisition cost for donated assets.
Force Account Work	Work performed by Service staff. The cost of force account work relating to a capitalized asset is required to be included in the total recorded cost of the asset.
Heritage Assets	Assets that are unique because of their historical, natural, cultural, educational or artistic significance, and, are expected to be preserved indefinitely are excluded from capitalization. Heritage assets include assets that are national Historic Landmarks, listed in the National Register of Historic Places (NRHP), or eligible for listing in the NRHP.
Heritage Assets, Multiuse	Service assets that have both operational and heritage components. Multiuse heritage assets with 50% or more space devoted to Service operations are considered general PP&E for accounting purposes. Those assets with less than 50% of the space is devoted to operations (e.g., historical building with a small Service office) are considered heritage assets.
Improvement (Betterment)	Construction that extends the useful life of an existing asset, increases its operating efficiency, or otherwise enhances the usefulness of the asset. An improvement is to be capitalized if the total construction cost exceeds the capitalization threshold.

Land - Stewardship	Stewardship land consists of public domain land, and land acquired for use as parks, wildlife refuges and similar objectives. Public domain land remains stewardship land even if it is used for operating purposes. Costs associated with permanent improvements to stewardship land are not capitalized as property assets in the formal balance sheet.
Land - General PP&E	Service land used in general operations, such as land underlying administrative buildings. General PP&E land is considered to be permanent and does not depreciate over time. The cost of land that exceeds the Service's capitalization threshold is capitalized in bureau financial records.
Leasehold Improvements	Leasehold improvements are improvements paid for by the Service to property it leases from others (e.g., buildout costs in leased office buildings). If the cost of these improvements exceeds the capitalization threshold, they should be capitalized and amortized. If the improvement is to a capital lease, the amortization period will be the term of the lease. If the improvement is to an operating lease, the improvement will be amortized over 20 years or the expected duration of the lease, whichever is less.
Maintenance and Repair Costs	Expenditures relating to a real property asset that do not extend the useful life or increase the capacity of the asset. A maintenance or repair cost should not be capitalized, regardless of whether it exceeds the capitalization threshold.
Net Book Value (NBV)	The recorded cost of an asset less accumulated depreciation. For assets transferred to the Service from other Federal agencies, the NBV at the time of transfer is used as the recorded cost.
Operating Lease	Operating leases are contracts or agreements for PP&E where the benefits and risks of ownership do not accrue to the lessee. Operating leases are not capitalized.
Placed in Service Date (Acquisition Date)	The date when an asset is available for use by the Service. For constructed assets, placed in service date is when the asset is beneficially occupied, or otherwise is available for use, even though not all requirements attendant to the construction project have been fulfilled, such as receipt of a certificate of occupancy, closeout of construction contracts, or final payments to contractors.
Permanent Improvement to Land	An improvement that is expected to be a permanent fixture of the land, and thus, like land, has an indeterminate economic life. Examples include dirt roads, low hazard dams, canals, and dykes.
Plant, Property and Equipment (PP&E), General	General PP&E consists of tangible assets that meet all of the following criteria: <ol style="list-style-type: none"> 1. An estimated useful life of 2 years or more. 2. Not intended for sale in the normal course of operations. 3. Acquired or built with the intention of being used by the Service. 4. An acquisition cost, or when applicable, an NBV or fair market value that exceeds the applicable Service capitalization thresholds. 5. Do not qualify as stewardship assets.
Recorded Cost	The recorded cost of a capitalized asset is the cost or value recognized for financial reporting purposes. It is determined based on the method of acquisition, as well as ancillary costs incurred to bring the property to a form and location suitable for its intended use. For assets donated to the Service, the recorded cost is the fair market value of the asset at the time of transfer. For assets transferred to the Service from other Federal agencies, the recorded cost is the NBV of the asset at the time of transfer.
Replacement Cost	Acquisition value inflated to present day value, or more specifically, the current cost required to replace an asset, including costs associated with code compliance, without modification or improvement to existing functionality. Replacement cost should be calculated using the

following order of priority:

4. A calculation involving an inflation adjustment to the recorded cost of the asset.
5. A calculation involving an inflation adjustment for the acquisition cost of a recently acquired asset with an identical asset type, comparable size, quality and capacity, in the same geographical location.
6. In the absence of acquisition cost data, the FWS Acquisition and Replacement Cost Estimate Worksheet is used and engineering estimates of materials, supplies and labor required to replace an asset at existing size and functional capability are calculated.

Retired Asset

An asset that is no longer used in Service operations but has not been destroyed or otherwise disposed of.

Stewardship PP&E

Stewardship PP&E consists of:

Heritage Assets	PP&E heritage assets are unique because of their historical or natural significance, cultural, educational or artistic importance, or significant architectural characteristics. Heritage assets are expected to be preserved indefinitely.
Stewardship Land	Land not acquired for or in connection with general PP&E. It includes all land, land rights, and improvements to land in the National Wildlife Refuge System and National Fish Hatchery System other than that used for the construction of general PP&E (e.g., administrative buildings).
Assets Acquired Incidental to Stewardship Land Acquisitions	Buildings, structures, and other real property assets that are on stewardship land when it is acquired by the Service and are not considered material real property components of the acquisition.

Transferred In Assets

Assets transferred to the Service from another DOI bureau or Federal agency. (Assets obtained from State, local, or tribal governments are considered donated assets.) These assets are to be recorded at the NBV on the books of the transferring agency if the NBV exceeds the Service's capitalization threshold.

Transferred Out Assets

Assets transferred from the Service *to another DOI bureau or Federal agency*. The Service is to provide the receiving agency with the NBV of the asset at the time of transfer.

Useful Life

The expected economic life of a type of asset. The Service has established estimated useful lives for the different major categories of capitalized real property and personal property for depreciation accounting purposes.

Links

Useful forms, tables, and reports are available at the **GSA Forms Library** (<http://www.gsa.gov/Portal/gsa/ep/formsWelcome.do?pageTypeId=8199&channelPage=/ep/channel/gsaOverview.jsp&channelId=-13253>) and **OMB Circulars** (<http://www.whitehouse.gov/omb/circulars/index.html>).

FWS Forms are available at (<http://forms.fws.gov/default.cfm>)

DOI Forms are available at (http://www.doi.gov/nbc/formsmgt/fm_forms.html)

Budget Object Class Table and Handbook are available at **Policy, Management and Budget, Office of Financial Management** - (<http://www.doi.gov/pfm/finState.html>).

Other useful links:

DOI Quarters Handbook 400 DM (<http://www.doi.gov/pam/qmtab.html>)

FWS Quarters Page (http://sii.fws.gov/r9cgs/quarters_management.htm)

NBC Quarters Inventory Form and Instructions – Replaces DI-1875 (<http://www.nbc.gov/inv.html>)

NBC Quarters Page (<http://www.nbc.gov/quarter.html>)

Acronyms

A/E	Architect/Engineer
ABMO	Assistant Director – Business Management and Operations
ACQDATE	Acquisition Date
ACQTYPE	Acquisition Type
ADA	Americans with Disabilities Act
ARD-BA	Assistant Regional Director-Budget and Administration
ASSETNUM	Asset Number
AU	Codification of Statements on Auditing Standards
BF	Budget and Finance
BFO	Budget and Finance Officer
BIA	Bureau of Indian Affairs
BLM	Bureau of Land Management
BOC	Budget Object Class
BOR	Bureau of Reclamation
CFO	Chief Financial Officer
CFM	Division of Contracting and Facilities Management
CIP	Construction in Progress
CNO	California/Nevada Operations Office
CONYEAR	Construction Year
CPL	Capitalized Project List
CPR	Construction Progress Report
CWIP	Construction Work in Progress
DB	Division of Budget
DEN	Division of Engineering
DFM	Division of Financial Management
DISPOSDATE	Disposal Date
DISPOSTYPE	Disposal Type
DOI	Department of the Interior
FASAB	Federal Accounting Standards Advisory Board
FASB	Financial Accounting Standards Board
FC	Finance Center
FFS	Federal Financial System
FIFO	First-in, First-out
FMC	Facility Management Coordinator
FMS	Financial Management System
FMV	Fair Market Value
FO	Financial Officer
FWS	Fish and Wildlife Service

GAAP	Generally Accepted Accounting Principles
GAAS	Generally Accepted Auditing Standards
GAO	Government Accountability Office
GSA	General Services Administration
IPDS	Interior Procurement Data System
IRS	Internal Revenue Service
LAC	Latest Acquisition Cost
LIFO	Last-in, First-out
M&I	Municipal and Industrial
MMS	Maintenance Management System
NBV	Net Book Value
NFH	National Fish Hatchery
NFHS	National Fish Hatchery System
NPS	National Park Service
NWRS	National Wildlife Refuge System
OMB	Office of Management and Budget
ORGCODE	Organization Code
PAM	Office of Acquisition and Property Management
PBS	Public Building Service
PFM	Office of Financial Management
PP&E	Plant, Property and Equipment
PPMS	Personal Property Management System
PROPDESC	Property Description
RD	Regional Director
REG-ENG	Regional Engineer
REN	Regional Engineer
REO	Regional Engineering Office
RO	Regional Office
RPI	Real Property Inventory
RSSI	Required Supplementary Stewardship Information
SAMMS	Service Asset Maintenance Management System
SFFAC	Statement of Federal Financial Accounting Concepts
SFFAS	Statement of Federal Financial Accounting Standards
SGL	Standard General Ledger
UDO	Undelivered Order